

OKLAHOMA MOTOR VEHICLE COMMISSION
APPLICATION PACKET FOR INITIAL RV DEALER FRANCHISE LICENSE(S)

THIS PACKET IS FOR: First-Time Licensing of a RV Dealership selling New Motor Homes and/or New RV Towables
(This is NOT for the sale of Used motor homes or Used RV towables)

Dealers must become licensed before they can legally sell or advertise new vehicles. Sanctions such as fines or denial of license may be imposed for non-compliance.

VERY IMPORTANT! The Manufacturer/Distributor(s) of the vehicles which you plan to sell must also be licensed by this Commission. Have you checked to see if they are licensed?

***** CAREFULLY FOLLOW THE CHECKLIST BELOW TO MAKE COMPLETE APPLICATION *****

- ___ 1. **DEALER APPLICATION FORM:** Form must be complete, signed and notarized. IF WE CAN'T READ IT, WE WILL RETURN IT. TYPE OR PRINT LEGIBLY. Answer all questions.
- ___ 2. **FINANCIAL INFORMATION:** Submit a **Company Balance Sheet or Pro Forma**. Do not submit personal financial information. The Balance Sheet must be certified by an officer of the company, and current within the last 60 days. A blank form is included in this packet for your convenience or you may submit your own, but make sure it is signed and certified that it is accurate.
- ___ 3. **BUSINESS HISTORY:** Provide a brief history of the business and of each Owner or Executive Manager who will be active in the daily operations. Include previous dealership ownership and/or employment.
- ___ 4. **MANUFACTURER/DISTRIBUTOR(S):** Provide list of names, addresses, phone numbers and contact persons for the manufacturers and/or distributors for whose products you seek to be licensed to sell.
- ___ 5. **PHOTOS:** Five photos are required: 1) Front of the building; 2) Indoor Offices; 3) Parts area; 4) Service area; and 5) Outdoor sign identifying the motor vehicle dealership.
- ___ 6. **DEALER AGREEMENT(S):** *Application may be submitted and considered by the Board without these document(s).* The Board can choose to approve the application "contingent upon" receipt of the Dealer Agreement(s). Keep in mind the actual franchise license(s) will not be issued until the Dealer Agreement(s) are received.
- ___ 7. **FEES:** There are *two separate fee structures*; one for Motor Homes and another for RV Towables, as follows:
Motor Homes: \$300 per manufacturer line-make
Example: Winnebago Minnie Winnie, Tour & View are 3 separate line-makes; license fee is \$900.00
RV Towables: \$300 per manufacturer represented
Example: Dealer can sell all types and models of RV Towables manufactured by Winnebago; license fee is \$300.00
Check or Money Order only. No cash or credit cards. License Fees are non-refundable unless application is denied.
- ___ 8. **FACILITY INSPECTION:** An inspection of the property may be performed at the discretion of the OMVC. Enclosed is a guideline of the building requirements.
- ___ 9. **GRATIS LICENSE:** One free Salesperson License is issued to the Owner of the dealership or the General Manager. Complete and submit the Gratis application along with the Affidavit of Citizenship.
- ___ 10. **SALESPERSONS:** *After your franchise licenses have been issued*, you must immediately register all other salespeople. Attached is information pertaining to salesperson registration forms and fees.
- ___ 11. **DEADLINE:** Applications are considered by the Board on the second Tuesday of each month **ONLY**. The **deadline** to submit an application packet is the Monday eight days prior to the meeting. **NO EXCEPTIONS!**

Contact Marilyn Maxwell at (405) 607-8227, ext 101, for assistance.

OKLAHOMA MOTOR VEHICLE COMMISSION

**NEW RV DEALER
INITIAL APPLICATION FOR FRANCHISE LICENSE(S)**

PLEASE TYPE.

1. DBA Name _____ 2. Legal Name _____ (if different)

3. Physical Address _____
Street Address City State Zip County

4. Mailing Address _____
(if different) P.O. Box City State Zip

5. Main Phone # (_____) _____ 6. Website: _____
Name Direct Phone # E-Mail

7. Dealer Principal _____
Exec Manager _____
(if different)
Contact Person _____
(filling out this form)

8. Will this be the Dealer's primary occupation? ____ Yes ____ No If No, explain on separate sheet of paper.

9. Federal ID Number? _____

10. Type of Ownership: ____ Individual ____ Partnership ____ Corporation ____ LLC ____ LP

11. Complete for each Owner, Officer and Executive Manager (including date of birth and percent of ownership):

NAME	COMPLETE HOME ADDRESS	TITLE	D.O.B.	%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%
_____	_____	_____	_____	____%

12. Have you or any of the principals ever had a Motor Vehicle Dealer or Salesperson License **suspended, denied, or revoked** in this or any other state? ____ Yes ____ No If Yes, explain:

13. Have you or any of the principals ever been convicted of a felony? ____ Yes ____ No **If Yes, complete below:**
Who? _____ **Where?** _____ **When?** _____

(circle one) **Federal** or **State Charge** **Convicted of:** _____

****If yes, attach** copy of a Criminal History Background Report relating to the felony charge(s). The Application will not be processed without this documentation. This Commission has the authority to verify, independently, the accuracy of your response.

14. Dealers must be licensed for each **Motor Home Line-Make** to be offered for sale. Identify below each Line-Make, the Class of Motor Home, and the corresponding Manufacturer/Distributor:

Type Code: MH – Motor Home

Motor Home Line-Make	Class A, B or C	Type Code	Manufacturer/Distributor	Fee
		MH		\$300

15. Dealers must also be licensed for each **Towable Manufacturer** whose products you sell.

Identify below each Towable Manufacturer:

Type Code: TW - Towable

Towable Manufacturer	Type Code	Fee
	TW	\$300

16. Describe the extent of your trade area assigned by EACH Manufacturer(s) or Distributor(s):

17. This application is for: (check one)

- Establishing a new dealership where none currently exists
- Purchasing an existing dealership

If so, who is the selling dealer? _____

18. Does your facility meet the building requirements as outlined in the attached list? ____ Yes ____ No

If not, explain why: _____

Facilities are owned ____ or leased _____. If leased, give term: _____ years

Has the facility been a motor vehicle dealership in the past? ____ Yes ____ No

Floor space devoted to: Service _____ sq. ft. Parts _____ sq. ft.
Office _____ sq. ft. Total Square Footage _____

19. What is your investment in parts? _____ 20. Number of mechanical technicians: _____

21. I acknowledge, by my initials herein, that it is our responsibility to provide service and parts for the new motor homes and RV Towables which we sell, and we shall do so, in accordance with Oklahoma Law and the manufacturer's warranty.

OWNER or EXECUTIVE MANAGER INITIALS REQUIRED HERE: _____

I hereby certify that the statements in or attached to this Application are true and correct to the best of my knowledge and that the members of this organization are familiar with the provisions of the law under which this Application is made; and that I, as Dealer or Executive Manager, have authority to make statements contained herein.

Signed _____
Signature of Dealer or Executive Manager Only _____ Print Name _____
_____ Title _____ Date _____

Notary: Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20 _____.

Notary Public My Commission Expires: _____
Commission Number: _____ (SEAL)

FEES: There are *two separate fee structures*; one for Motor Homes and another for Towables
Motor Homes: \$300 per manufacturer line-make
RV Towables: \$300 per manufacturer represented

Not refundable unless application is denied or withdrawn prior to consideration at monthly Commission Meeting

Make check payable and submit to:

**Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227**

ASSETS:

Current Assets:

Cash on Hand and in Bank	_____
Accounts Receivable	_____
Factory Receivables	_____
Notes Receivable	_____

Total Cash and Receivables _____

Inventories:

New Motor Vehicles	_____
Used Motor Vehicles	_____
Parts and Accessories	_____
Other Inventories	_____

Total Inventories _____

Other Current Assets:

Total Current Assets: _____

Property, Plant, and Equipment:

Land and Buildings	_____
Furniture, Fixtures, Equipment	_____
Company Vehicles	_____
Leasehold Improvements	_____
Other	_____

Total Property, Plant, & Equip: _____

Other Dealership Assets:

Total Non-Current Assets: _____

TOTAL ASSETS: _____

LIABILITES

Current Liabilities:

Accounts Payable	_____
Notes Payable - Floor Plan	_____
Other Short-Term Notes	_____
Other Current Liabilities	_____

Total Current Liabilities: _____

Long-Term Liabilities:

Mortgages Payable	_____
Other Long-Term Notes	_____

Total Long-Term Liabilities: _____

TOTAL LIABILITES: _____

NET WORTH / OWNERS EQUITY:

Capital Stock	_____
Additional Paid in Capital	_____
Retained Earnings	_____
Other (Explain)	_____

TOTAL NET WORTH / OWNERS EQUITY: _____

TOTAL LIABILITES PLUS NET WORTH: _____

I CERTIFY THAT THIS FINANCIAL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Printed Name _____ Title _____
Corporate Officer

BUILDING REQUIREMENTS CHECKLIST FOR RV DEALER

The following is a list of the building requirements for a New RV Dealership in the State of Oklahoma:

1. **Building** Established place of business must be a permanently enclosed building or structure, not a residence or temporary structure. The place of business must be easily accessible to the public.
2. **Sign** The business must have a sign visible from the outside which identifies the RV dealership.
3. **Offices & Public Areas** Adequate office and public areas to conduct sales transactions and bookkeeping functions. There must also be restroom facilities available for the public.
4. **Service & Parts** This area must be indoors, separated from the public areas, equipped With tools, equipment, and replacement parts necessary for reasonably expected warranty and service needs.
5. **Parking** Must have paved or gravel area for customers.

PLEASE NOTE: These requirements are only those of the Oklahoma Motor Vehicle Commission for a new RV dealer licensee, and in no way is an approval for any of the City, County, State or Federal requirements.

If you have any questions or need clarification, please contact Brad Bailey, ext 102 or Marilyn Maxwell, ext 101.

OKLAHOMA MOTOR VEHICLE COMMISSION
4334 N.W. Expressway, Suite 183
Oklahoma City, OK 73116
(405) 607-8227

RV SALESPERSON ROSTER SHEET

Name of Dealership _____ City _____

Contact Person _____ Phone # _____

- List below every Salesperson , Sales Manager, and F&I Personnel who are involved in selling, including finance and insurance, for your dealership.
- A Salesperson Application Form w/ Affidavit of Citizenship must be submitted for each name listed below with the \$25.00 fee.
- Do not list an individual below if you are not submitting their registration application and fee at this time.
- The Gratis Card is Free, however, you must complete and attach the Gratis Application.

GRATIS HOLDER IS: _____ TITLE: _____

TYPE OR PRINT LEGIBLY!!!

SALESPERSON NAME	S.S. #	SALESPERSON NAME	S.S. #
1. _____	_____	19. _____	_____
2. _____	_____	20. _____	_____
3. _____	_____	21. _____	_____
4. _____	_____	22. _____	_____
5. _____	_____	23. _____	_____
6. _____	_____	24. _____	_____
7. _____	_____	25. _____	_____
8. _____	_____	26. _____	_____
9. _____	_____	27. _____	_____
10. _____	_____	28. _____	_____
11. _____	_____	29. _____	_____
12. _____	_____	30. _____	_____
13. _____	_____	31. _____	_____
14. _____	_____	32. _____	_____
15. _____	_____	33. _____	_____
16. _____	_____	34. _____	_____
17. _____	_____	35. _____	_____
18. _____	_____	36. _____	_____

OKLAHOMA MOTOR VEHICLE COMMISSION

**APPLICATION FOR GRATIS
REGISTRATION APPLICATION**
(Not a regular Salesperson Registration Application)

PLEASE PRINT CLEARLY

1. **FULL NAME:** _____
(First Middle Initial Last)

2. **ADDRESS:** _____
Street City State Zip

3. **SSN:** [][][][][][] 4. **Birth Date:** ____/____/____ 5. **HOME/CELL:** (____) _____
(LAST 4 DIGITS ONLY!)

6. **FULL DEALERSHIP NAME (DBA):** _____

7. **DEALERSHIP ADDRESS:** _____
Street City State Zip

8. **DATE HIRED:** _____ 9. **JOB TITLE:** _____

10. **HAVE YOU EVER BEEN LICENSED OR REGISTERED BEFORE BY THIS COMMISSION?**
 YES NO If Yes, specify most recent dealership: _____

11. **HAVE YOU EVER HAD A MOTOR VEHICLE DEALER OR SALESPERSON LICENSE/
REGISTRATION DENIED, REVOKED OR SUSPENDED IN THIS OR ANY OTHER STATE?**
 YES NO If Yes, provide details: _____

I agree to abide by the Laws and Rules of the State of Oklahoma, Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct.

Applicant Signature _____ **Date** _____

Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183, Oklahoma City, OK 73116
(405) 607-8227

GRATIS CARD (No fee required)

OKLAHOMA MOTOR VEHICLE COMMISSION
APPLICATION FOR NEW MOTOR VEHICLE
SALESPERSON CERTIFICATE OF REGISTRATION

PLEASE PRINT CLEARLY

1. FULL NAME: _____
(First Middle Initial Last)

2. ADDRESS: _____
Street City State Zip

3. SSN: [][][][][][] **4. Birth Date:** ___/___/___ **5. HOME/CELL:** (_____) _____
(LAST 4 DIGITS ONLY!)

6. FULL DEALERSHIP NAME (DBA): _____

7. DEALERSHIP ADDRESS: _____
Street City State Zip

8. CHECK ONE: **Salesperson** **Finance** **Dealer Key Personnel** **Dealer Spouse**

9. DATE HIRED: _____ **10. JOB TITLE:** _____

APPLICANT ATTESTATION: I agree to abide by the Laws and Rules of the State of Oklahoma and the Motor Vehicle Commission. I certify under penalty of perjury that the answers and information contained herein are true and correct.

APPLICANT SIGNATURE **DATE:** _____

EMPLOYER'S ENDORSEMENT

I have read the foregoing answers by the above Applicant and believe them to be true to the best of my knowledge. **This Applicant, Representing My Dealership,** is recommended as trustworthy and a person who will abide by the provisions of the laws and the rules and regulations governing the sale of new motor vehicles, and is being employed as a salesperson, selling exclusively for the undersigned employer.

Signature of Dealer, General Manager or Corporate Officer Only **TITLE**

PRINT NAME **DATE**

Submit Registration application and \$25.00 fee to:
Oklahoma Motor Vehicle Commission
4334 N.W. Expressway, Suite 183,
Oklahoma City, OK 73116 405-607-8227